

**PART I – THE SCHEDULE  
SECTION G  
CONTRACT ADMINISTRATION DATA**

**TABLE OF CONTENTS**

<b>G.1</b>	<b>CORRESPONDENCE PROCEDURES .....</b>	<b>1</b>
<b>G.2</b>	<b>CONTRACT ADMINISTRATION .....</b>	<b>2</b>
<b>G.3</b>	<b>CONTRACTOR PAYMENT ADDRESS.....</b>	<b>2</b>
<b>G.4</b>	<b>SUBMISSION OF VOUCHERS/INVOICES .....</b>	<b>2</b>
<b>G.5</b>	<b>DEFECTIVE OR IMPROPER INVOICES.....</b>	<b>4</b>

**PART I – THE SCHEDULE  
SECTION G  
CONTRACT ADMINISTRATION DATA**

**G.1 CORRESPONDENCE PROCEDURES**

To promote timely and effective administration, all correspondence, reports and other documents submitted under this contract shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the Department of Energy (DOE) Contracting Officer's Representative (COR) with an information copy of the correspondence to the Contracting Officer (CO). Technical correspondence pertains to issues relating to work effort of the contract (i.e. requests interpretation of contractual requirements for performance) or requests approval of reports, drawings or other work products.
- (b) Patents/Technical Data Correspondence. The Chicago Operations Office, acting through the Intellectual Property Law Division of the Office of Assistant Manager for Legal Support/Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering the Intellectual Property Clauses in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Operations Office with a copy to the Environmental Management Consolidated Business Center (EMCBC) Office of Legal Services, the CO and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the CO, with information copies of the correspondence to the COR.
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:  
  
"SUBJECT: CONTRACT NO. DE-AC30-XXCCXXXXX"  
(Insert subject topic after contract number, e.g., "Request for Subcontract Consent").
- (e) Electronic Media for Reports/Plans/Documents. All required reports, plans, and other documents will continue to be submitted to DOE in hard copy, but shall also be available electronically upon request by the CO or the COR. The Contractor will prepare the requested reports and documents via site standard software and provide a copy on diskette or

Compact Disk (CD-R, CD-RW) as required by the size of the document. The data shall be in a format that will allow conversion to Portable Document Format (PDF) or Hyper Text Markup Language (HTML) for potential posting on the Internet, Intranet, or in an electronic library. If other software is used, the documents shall be scanned and then provided on diskette or Compact Disk. Electronic data shall be available within five days of the DOE request.

## **G.2 CONTRACT ADMINISTRATION**

The correspondence address of the DOE Contracting Officer is:

U.S. Department of Energy  
Portsmouth/Paducah Project Office  
Attn: Contracting Officer  
1017 Majestic Dr., Suite 200  
Lexington, KY 40513

The CO will designate in writing the name and correspondence address of the COR who is the only individual (outside of the Contracting Officer) that may give technical direction in accordance with the Section H clause entitled DEAR 952.242-70, "Technical Direction." Future revisions of the COR or the address may be accomplished by written notification from the CO to the Contractor, without a formal contract modification.

## **G.3 CONTRACTOR PAYMENT ADDRESS**

If the Contractor's payment address is different than the Contractor's address specified on Standard Form 33, then provide it in the following space:

(Name)	_____
(Address)	_____
(City/State)	_____
(Phone #)	_____
(Electronic address)	_____

## **G.4 SUBMISSION OF VOUCHERS/INVOICES**

- (a) VIPERS. The Contractor is required to submit payment invoices and supporting documentation electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS) which is accessible at <http://finweb.oro.doe.gov/>. Detailed instructions on how to enroll and use the system are provided on the web page.

The website provides the vendor the following system capability, required EFT banking form/information and instructions:

- (a) Logon to VIPERs
  - (b) Request Access
  - (c) Vendor Banking Data Form
  - (d) Registration
  - (e) Invoice Status
  - (f) Electronic Invoicing
- (b) Cost Invoices. The Contractor shall submit invoices (Standard Form 1034 located at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>) in accordance with the FAR payment clause in Section I of the contract. The Contractor may submit cost invoices, with supporting documentation, monthly. The Contractor is required to submit Project Performance Reports (PPR) on a monthly basis reconciled to the monthly invoice submitted for payment. The PPR period must match that of the invoice period and must be received by DOE at the same time as the submission of the monthly invoice.
- (c) Fee Invoices. The Contractor may submit invoices for quarterly fee payments based on DOE's fiscal year calendar concurrent with the PPRs. Fee payment will be made after the Contracting Officer determines whether adjustments/reductions are necessary.
- (d) Any basis for invoice withholding, adjustment or reduction which is discovered after payment will be corrected on subsequent invoices. If the Government discovers such defects, the Contracting Officer will notify the individual listed in clause G.5, Defective or Improper Invoices, in writing. The Contracting Officers' written notification will explain the nature of the basis for withholding, adjustment, or reduction, as well as specify the dollar amount of the withholding, adjustment or reduction.
- (e) Nothing in this provision shall affect the rights of either the Government or the Contractor under the Section I clause entitled FAR 52.232-25, "Prompt Payment," of this contract. The Government may notify and/or initiate withholding, adjustment of reduction any time prior to final payment under this contract.
- (f) The Contractor shall submit one copy of the invoices, including all supporting documentation to each of the following:

United States Department of Energy  
Portsmouth/Paducah Project Office  
ATTN: Contracting Officer

1017 Majestic Drive, Suite 200  
Lexington, KY 40513-0066

United States Department of Energy  
Portsmouth/Paducah Project Office  
ATTN: Budget Analyst  
1017 Majestic Drive, Suite 200  
Lexington, KY 40513-0066

**G.5 DEFECTIVE OR IMPROPER INVOICES**

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when the Government receives a defective or improper invoice.

---

---

---

---